

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### **INTEGRATED CARE ENCOUNTER SPECIALIST**

Role Title: Program Administration Specialist II

Position #01065

Pay Band 5, Level II Hiring Range: \$42,614 - \$75,000

**Closing Date: December 5, 2016**

DMAS Division of Integrated Care and Behavioral Services seeks experienced professional to coordinate and monitor Electronic Data Interchange (EDI) transmissions and encounter processing for managed care contractors. This position validates encounter submissions for compliance with all contract requirements and with all current EDI and Health Insurance Portability and Accountability Act (HIPAA) standards. This position also develops and generates performance measures to assess vendor compliance and encounter data quality. Qualified applicants must have must have considerable knowledge of the principles and practices of large health care systems, preferably in a managed care delivery system. Requires considerable working knowledge of current healthcare EDI processing standards, including HIPAA X12 transaction sets (837, 837, 820), and National Council for Prescription Drug Programs (NCPDP). Must have demonstrated experience with health care claims and/or encounter data. Requires demonstrated ability to apply and interpret regulations, policies, and procedures. Requires proficiency using the PC, office productivity application software, with working knowledge of MMIS. Degree from an accredited college or university with a major coursework in information systems, computer science, public health or related field preferred. Post-graduate education in health care administration, business, or information systems or equivalent work experience a plus.

### **ONLINE STATE APPLICATION REQUIRED**

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by **11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

**Receptionist:** 804-786-5408, TDD 800-343-0634

**Web Sites for Vacancy Listings**

**RMS:** <https://virginiajobs.peopleadmin.com/>

**DMAS:** [http://www.dmas.virginia.gov/Content\\_pgs/ab-emp.aspx](http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx)

**Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.**

**EEO/AA/ADA**